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ABSTRACT

Cataloging audiovisual materials consists of compiling depictive information which best describes the content and substance of the audiovisual (AV). Since the physical nature of AV's makes it necessary to limit access to them, the catalog entry should contain information which will reduce to a minimum the occasions when the handling of the AV is necessary. The rules for cataloging nonprint media take account of certain attributes of the materials and of the conditions under which they are generally catalogued and used. These rules are designed for the treatment of nontheatrical AV's of the most common kinds. This guide follows the standard library cataloging practices as far as they are applicable to the cataloging of AV's. The "Anglo-American Cataloging Rules" have been expanded and modified when necessary in order to include all elements required for thorough cataloging of nonbook materials. These rules can be adapted for cataloging special types of AV's and aggregations of AV's assembled for special purposes. (Author/NH)

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(2) CATALOGING NON-PRINT AT NMAC;

...A Guide for the Medical Librarian.

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National Library of Medicine

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PREFACE

This guide was prepared by the Reference and Archival Section, National Medical Audiovisual Center, (NMAC) for use in cataloging medical audiovisuals for its own data base. It was expressly designed as a working tool for NMAC staff, and is not intended to be a procedural guide, nor a set of "cataloging rules." The needs of individual libraries and media centers should dictate the degree to which items are cataloged.

It is expected that many changes will be made in this guide from time-to-time as rules and procedures are tested and standardized, and as innovations are made in communications equipment.

DESCRIPTIVE CATALOGING: INTRODUCTION

The cataloging operation is the process of compiling depictive information on an audiovisual medium which best describes the content and substance of the audiovisual (hereinafter referred to as AV). The physical nature of AV's makes it necessary to limit access to them. The catalog entry should, therefore, contain information which will reduce to a minimum the occasions when the handling of the AV is necessary.

The rules for the cataloging of nonprint media take account of certain attributes of the materials and of the conditions under which they are generally cataloged and used. These rules are designed for the treatment of nontheatrical AV's of the most common kinds.

In preparing this guide, standard library cataloging practices were followed as far as they were applicable to the cataloging of AV's. It was necessary to expand and, in some areas, modify the Anglo-American Cataloging Rules (hereinafter referred to as AACR) in order to include all elements required for thorough cataloging of nonbook materials. The cataloging of special types of AV's and aggregations of AV's assembled for special purposes may require the adaptation of these rules.

MAIN ENTRY

Audiovisuals will be entered under title in order to provide some consistency in cataloging.

1.1 Rules of Entry

1.1.1 General Rule

The title and any alternative title, subtitle, or amplification of the title are transcribed as they appear on the AV or, if they do not appear on the AV itself, as they appear in the descriptive material. The title is followed by the media designation enclosed in parentheses. When the AV is made up of more than one medium, the visual medium is the one designated unless the maker of the AV indicates otherwise.

Examples:

Cholera epidemic in South Vietnam (Motion picture) U.S. Public Health Service, 1966.

10 min. sd. b&w. 16 mm.

Properties of pancreatic lipase (Slides) American Gastroenterological Association, 1969.

16 slides. col. 2 x 2 in. and phonodisc: 25 min. 1 s. 12 in. 33 1/3 rpm. (The Absorption and malabsorption of fat)

Cholera (Audiotape) The Royal College of General Practitioners, Medical Recording Service, England, 1968.

32 min. 1 reel (5in.) 3 3/4 ips. and 40 slides col. 2 x 2 in.

1.1.2 Supplied Titles

If an AV lacks a title or if its title cannot be ascertained, an appropriate title is supplied by the cataloger and enclosed in brackets. Key words in contents abstract may be used to compose a title.

Example:

⌈Pulmonary diseases⌋ (Motion picture)

1.1.3 Title Changes

If the title of a single work or series of AV's changes during the course of its issuance, newly issued versions or parts are cataloged under the latest title. "See also" references must be made from the earlier title to the latest title and vice versa.

1.1.4 Multiple Titles on a Single Reel

Two or more titles on one reel that can be considered parts of a single work may be cataloged under their common title.

Example:

Routine X-ray procedures. Parts 1 and 2 (Motion picture)

PRODUCTION AND RELEASE

2.1 Production

2.1.1 Sponsor and/or Producer

The name of the individual, institution, or organization responsible for the AV's coming into existence - either as sponsor or producer - follows the title.

Example:

Method for rapid electrophoresis (Motion picture)
U.S. Public Health Service, 1966.

2.1.2 Cooperative Productions

If the production of an AV is shared by two or more producers/sponsors this information is recorded.

Example:

The Battered child (Videotape) National Medical Audiovisual Center in cooperation with Emory University School of Medicine, 1970.

2.1.3 Grant Productions

If an AV has been produced on a grant, the name of the granting organization is recorded in a note.

Example:

Multiple sclerosis (Audiotape) New York University Medical Center, Institute of Physical Medicine and Rehabilitation, 1966.

110 min. 1 reel (7 in.) 3 3/4 ips.

Produced on a grant from Vocational Rehabilitation Administration, U.S. Dept. of Health, Education, and Welfare.

2.1.4 Maker of the AV

If an AV was made by an individual, company, institution, or organization other than the sponsor, the name of the individual, company, institution, or organization (generally called the producer) is given following the phrase "Made by."

Example:

Blood pressure readings (Motion picture) Heart Disease and Stroke Control Program. Made by the National Medical Audiovisual Center, 1968.

2.1.5 Terms Indicating Incorporation, etc.

The phrases "and company," "and sons," etc., and their foreign equivalents, as well as terms meaning "incorporated" or "limited" and their abbreviations, are omitted unless such omission results in confusing the name of a firm with that of an individual.

Example:

Encyclopaedia Britannica Films
not
Encyclopaedia Britannica Films, Inc.
but
G.D. Searle and Company

2.1.6 Place of Production

The place of production is omitted for AV's made in the United States. For identification purposes, the city or country in which the main office of a foreign producing company is located is given when known. The name of the city is followed by its country if it is necessary to identify the place or to distinguish it from another place of the same name.

Examples:

Antibody specificity and antigen heterogeneity (Videotape) National Medical Audiovisual Center in cooperation with Emory University School of Medicine, 1968.

Allergy (Audiotape) The Royal College of General Practitioners, Medical Recording Service, England, 1964.

2.2 Release

If an AV is released by a company other than the producer, the name of the releasing agency follows the name of the producer or company preparing the AV.

Example:

Multiple myeloma (Slides) Depts. of Medicine and of Medical Illustration, Western Infirmary, Glasgow, Scotland. Released by the Royal College of General Practitioners, Medical Recording Service, England, 1966.

2.3 Date

2.3.1 General Rule

The year in which an AV was produced is given following the name of the producer and/or sponsor of the film. If the AV was made by a company other than the sponsor, the year in which the AV was made follows the name of the maker of the film.

Examples:

Glaucoma for all physicians (Videotape) Postgraduate Medical Institute in collaboration with Bingham Associates Fund, 1966.

Blood pressure readings (Motion picture) Heart Disease and Stroke Control Program. Made by the National Medical Audiovisual Center, 1968.

2.3.2 Production and Releasing Dates

2.3.2.1 Differing Dates

If the production date differs from the releasing date, the production date follows the producer and the date of release follows the releasing agent.

Example:

Fly about the house (Motion picture) Halas and Batchelor Films, England, 1947. Released in the U.S.A. by British Information Services. Released in Canada by United Kingdom Information Office, Ottawa, 1948.

2.3.2.2 Releasing Date Alone

If the date of release is the only date given, no date follows the producer's name.

Example:

Multiple myeloma (Slides) Depts. of Medicine and of Medical Illustration, Western Infirmary, Glasgow, Scotland. Released by the Royal College of General Practitioners, Medical Recording Service, England, 1966.

2.3.3 Unknown Date

When the date of production or release is not known, the copyright notice date is given, if known. When neither date is known, the probable date of release is supplied in brackets.

Examples:

Copyright date:	⌊1968⌋
Probable date:	⌊1965?⌋
Decade certain:	⌊196- ⌋
Decade uncertain:	⌊196-?⌋
One of two years certain:	⌊1966 or 7⌋

PHYSICAL DESCRIPTION

This section of the guide lists particular types of AV's and the elements necessary for the physical description of each. The examples used show only the physical description line rather than the completely cataloged citation.

3.1 General Rule

Information regarding the physical description of an AV is recorded one space below the title paragraph.

3.2 Audiotapes

Include: Running time in minutes; number of reels and their diameter in inches (or the number of cassettes or cartridges); and the speed in inches per second. The number of tracks and/or number of sides, and the type of sound (if stereophonic) should be included, if known.

Examples:

98 min. 1 reel (7 in.) 3 3/4 ips.

30 min. 1 reel (7 in.) 3 3/4 ips. stereophonic

3.3 Electronic Video Recordings

Include: Running time in minutes; sound or silent; color or black and white; number of cartridges and diameter in inches. Information regarding the original motion picture or videotape is recorded in a note, if known.

Example:

52 min. sd. b&w. 1 cartridge (7 in.)

3.4 Filmstrips

Include: Number of frames; color or black and white; and width of the film in millimeters. The physical description of accompanying sound materials is included following instructions for audiotapes and phonodiscs.

Examples:

12 fr. si. 35 mm.

36 fr. sd. col. 35 mm. and phonodisc: 4 min. 1 s. 12 in. 33 1/3 rpm.

3.5 Microforms

Include: Number of items; type of microform; width of microfilm in millimeters or size of sheet microform in centimeters. Microform reproductions of works previously published in print format are entered and described in terms of the photoreproduced original if it is desirable to keep all editions of one work or one author together. The reproduction is described in a note which should include the general type of reproduction, pertinent data concerning the circumstances of its production, and its physical description.

Examples:

9 sheets 9 x 12 cm.

3 reels 35 mm.

3.6 Models

3.6.1 Three-dimensional Models

Include: Height, width, length (in that order) in centimeters; and the size and type of the container in which it is stored. Information regarding magnification, surface treatment, other characteristics (such as "take apart," "unbreakable," etc.) is recorded in a note.

Example:

7 x 10 x 3 cm. in a leather case 9 x 11 x 5 cm.

3.6.2 Plastic Embedments

Include: height, width, length (in that order) in centimeters.

Example:

7 x 10 x 3 cm.

3.7 Motion Pictures

Include: Running time in minutes; sound or silent; color or black and white; and width of the film in millimeters. Information regarding the type of film, such as cartridge, television film recording, playback equipment, etc., is recorded in a note.

Example:

31 min. sd. b&w. 16 mm.

3.8 Multimedia Kit/Teaching Package

No physical description per se is given. Instead, a cover card is made, bearing the title of the teaching package and a list of its contents (including the type of material and the title of each part). An analyzed entry for each part of the teaching package is made.

3.9 Phonodiscs

Include: Running time in minutes; number of sides; diameter in inches; and playback speed. The type of sound, if sterophonic, is recorded if known.

Examples:

22 min. 2 s. 12 in. 33 1/3 rpm.

43 min. 4 s. 12 in. 33 1/3 rpm.

3.10 Slides

Include: Number of slides; color or black and white; and size of the mount. The physical description of accompanying sound materials is included following instructions for audiotapes and phonodiscs.

Examples:

109 slides. col. 2 x 2 in.

16 slides. col. 2 x 2 in. and phonodisc:
25 min. 1 s. 12 in. 33 1/3 rpm.

3.11 Specimens

No physical description per se is given for specimens as they are life-size and readily identified by the title entry. This category includes wet specimens as well as dry or freeze-dry specimens.

3.12 Study Prints

Include: Number of prints; color or black and white; size in centimenters; and mounting. The title and source of accompanying text is recorded in a note.

Example:

4 prints. col. 30 x 43 cm. unmounted.

3.13 Transparencies

Include: Number of transparencies; color or black and white; and size in inches.

Example:

1 transparency. col. 8 x 10 in.

3.14 Videotapes

3.14.1 Single Format

Include: Running time in minutes; sound or silent; color or black and white; and size of tape. Information regarding the type of videotape (helical or quadruplex), playback speed, and playback equipment is recorded in a note.

Example:

56 min. sd. b&w. 2 in.

3.14.2 Master Videotapes

Include: Running time in minutes; sound or silent; and color or black and white. Information regarding the availability of multiple formats is recorded in a note.

Example:

43 min. sd. b&w.

SERIES STATEMENT

4.1 General Rule

The title and the sequence of the item within the series, if numbered, is recorded following the physical description in the form in which it appears on the work itself. If slight variations in a series title are found, the most commonly used title is selected and used in all series tracings.

Example:

Esophageal disease (Motion picture) Postgraduate Medical Institute in collaboration with Bingham Associates Fund, 1965.

40 min. sd. b&w. 16 mm. (Boston medical reports, no. 25)

Television film recording.
Summary: Views dysphagia as the most common symptom of esophageal disease. Presents a discussion on the diagnosis and treatment of a variety of esophageal lesions.
Participants: George W.B. Starkey, M.D., Richard Schatzki, M.D., and Franz J. Inglefinger, M.D.
No sale source.
Loan: NMAC.

4.2 Sub-series

If an AV is a part of a sub-series, the title of the sub-series is recorded as the first note. An added entry is made for the sub-series title.

NOTES PARAGRAPH

The following information is listed in the order in which it should appear in the notes paragraph. If one section is not applicable to the AV being cataloged, proceed to the next item.

5.1 Sub-series

If an AV is a part of a series and a sub-series, the sub-series title is recorded as the first note in the notes paragraph.

Example:

The Battered child (Motion picture) National Medical Audiovisual Center in cooperation with Emory University School of Medicine, 1970.

56 min. sd. b&w. 16 mm. (Clinical pathology series)

Forensic medicine outlines.

5.2 Extension of the Physical Description

Any information necessary to complete the physical description is recorded in a note. This includes playback equipment.

Examples:

The Battered child (Motion picture) National Medical Audiovisual Center in cooperation with Emory University School of Medicine, 1970.

56 min. sd. b&w. 16 mm. (Clinical pathology series)

Forensic medicine outlines.
Television film recording.

The Battered child (Videotape) National Medical Audiovisual Center in cooperation with Emory University School of Medicine, 1970.

56 min. sd. b&w. 2 in.
(Clinical pathology series)

Forensic medicine outlines.
For use on any standard quad recorder.

5.3 Grant Productions

If an AV has been produced on a grant, the name of the granting organization is recorded in a note.

Example:

Multiple sclerosis (Audiotape) New York University Medical Center, Institute of Physical Medicine and Rehabilitation, 1966.

110 min. 1 reel (7 in.) 3 3/4 ips.

Produced on a grant from Vocational Rehabilitation Administration, U.S. Dept. of Health, Education, and Welfare.

5.4 Other Versions

5.4.1 Language

If the AV has been released in several language versions, this information is recorded.

Example:

Biology and control of schistosomiasis in Puerto Rico (Motion picture) U.S. Public Health Service, 1965.

19 min. sd. col. 16 mm.

Other versions issued: French and Spanish

5.4.2 English Title of Foreign Versions

If the English title of a foreign version is known, it is recorded.

Example:

La Biologia y control de la schistosomiasis en Puerto Rico (Motion picture) U.S. Public Health Service, 1960.

19 min. sd. col. 16 mm.

Spanish version of the English title "Biology and control of schistosomiasis in Puerto Rico." Another version in French.

5.4.3 Relationship to Previously Released Version

If an AV is related to a previously produced AV, this information is recorded, if known.

Example:

Arthropod-borne encephalitis. Its epidemiology and control (Motion picture) U.S. Public Health Service, 1963.

18 min. sd. col. 16 mm.

A revision of the 1957 motion picture entitled "An Introduction to arthropod-borne encephalitis."

5.5 Title Changes

If the title of a previously released AV changes, the original title is recorded, if known.

Example:

Mental retardation: The Long childhood of Timmy (Motion picture) American Broadcasting Company Released by McGraw-Hill, 1967.

53 min. sd. b&w. 16 mm.

Previously released under the title "The Long childhood of Timmy."

5.6 Related or Correlated Material

Accompanying or related materials designed to assist in the presentation of an AV, such as teacher's manuals, commentaries, lecture notes, other AV's etc. are noted.

Example:

Aldosterone: story of a hormone (Motion picture)
G.D. Searle and Company. Made by Medical Communications, 1969.

34 min. sd. col. 16 mm.

Correlated with the monograph "Aldosterone" by MEDCOM.

5.7 Summary or Contents

As a contribution to the general objective of reducing to a minimum the occasions for consulting and handling AV's, the summary or contents paragraph should describe accurately and objectively the content of the AV, and should be specific enough to serve as a basis for the assignment of subject headings.

Example:

Application of insulin growth hormone serum assays in clinical medicine (Motion picture)
National Medical Audiovisual Center, 1969.

29 min. sd. b&w. 16 mm.

Television film recording.
Summary: Describes principles of radio-immunoassay with special reference to insulin and human growth hormones. Stresses the double antibody variant.

5.8 Credits

Credits are recorded for certain individuals who have participated in the AV. Frequently, no credits are available for nontheatrical AV's or, if available, are limited to the commentator or collaborating authority. NMAC will indicate the professional qualifications of the participant, if known. Use the terms "credit(s)" or "participant(s)" as applicable.

Examples:

The Battered child (Motion picture) National Medical Audiovisual Center in cooperation with Emory University School of Medicine, 1970.

56 min. sd. b&w. 16 mm. (Clinical pathology series)

Forensic medicine outlines.
Television film recording.

Summary: Interprets patterns of injuries common to the battered child syndrome. Pictures cases with visible symptoms and symptoms which are obvious only at autopsy.
Credit: Milton Helpern, M.D.

The Anticoagulation dilemma (Motion picture) National Medical Audiovisual Center, 1969.

29 min. sd. b&w. 16 mm. (Concepts and controversies in modern medicine series)

Television film recording.
Summary: Debates the discriminate use of anticoagulants in myocardial infarction patients.
Participants: Richard V. Ebert, M.D., Dean T. Mason, M.D., and Arthur Selzer, M.D.

5.9 Evaluation

If an AV has been reviewed or evaluated by an individual or organization, this information is noted.

Example:

The Management of severe burns in children (Motion picture) Eaton Laboratories. Made by A-V Corporation, 1965.

25 min. sd. col. 16 mm.

Summary: Discusses complete management of patients from initial burn stage until healing is complete. Covers operating room techniques, problems of infection, nutritional depletion, and anemia.
Credit: Ewing Thomas Boles, Jr., M.D.
Review: Am. Coll. Surg.

5.10 Audience

If an AV has been produced for a specific audience, that information is recorded.

5.11 Sale Source

If an AV is available for sale, the sale agent's name is entered in abbreviated form.

5.12 Distribution Source

When an AV is available for rental or loan, the distributor's name is entered in abbreviated form.

Example:

A Fifty-fifty chance (Motion picture) National Medical Audiovisual Center, 1967.

28 min. sd. col. 16 mm.

Summary: Dramatizes the problems and emotional crises a family faces when the mother contracts tetanus. Stresses the importance of immunization.
Sale: Nat'l. AV. Ctr.
Loan: NMAC

ADDED ENTRIES

6.1 General Rule

Every added entry must be justified in the entry or in the notes. The added entries will be listed alphabetically immediately following the last line of the notes. Exception: Series statement will always be the last entry listed. Headings for persons will follow AACR 60-99.

6.2 Sponsor and/or Producer

An added entry is made for the individual, company, institution, or organization responsible for the AV's coming into existence. When the AV is known to be the joint production of two or more companies or individuals, an added entry is made for each one.

6.3 Maker of the AV

An added entry will be made for the individual, company, institution or organization which made the AV, if it is other than the one responsible for its coming into existence.

6.4 Releasing Agent

An added entry will be made for each of the releasing agents.

6.5 Variant Titles

6.5.1 General Rule

If an AV is known under various titles other than the one used in the main entry, an added entry will be made for each variant title, if known.

Example:

The film "Curare in acute anterior poliomyelitis" is also known under the title "Intocostrin-poliomyelitis" and under the title "Curare (Intocostrin) in the treatment of acute anterior poliomyelitis."

MAIN ENTRY: Curare in acute anterior poliomyelitis.
ADDED ENTRIES: I. Curare (Intocostrin) in the treatment of acute anterior poliomyelitis. II. Intocostrin-poliomyelitis.

6.5.2 Foreign Language Versions

If an AV is released in a foreign language as well as in English, an added entry is made for the title of the English version when cataloging the foreign title.

Example:

"Biology and control of schistosomiasis in Puerto Rico" was also released in French and Spanish. In cataloging the Spanish version, the main entry will be "Biologia y control de la schistosomiasis." An added entry will be made for "Biology and control of schistosomiasis in Puerto Rico." In cataloging the French version, the main entry will be "Biologie et lutte contre la schistosomiase a porto rico." An added entry will be made for "Biology and control of schistosomiasis in Puerto Rico."

6.6 Series Statement

If an AV is a part of a series, an added entry is made for that series. The series entry is always recorded last.

6.6.1 Sub-series Statement

If an AV is a part of a series and sub-series, an added entry is also made for the sub-series.

6.7 Credits

Participants mentioned in the notes paragraph will be given added entries following the AACR 40-58.

REFERENCES

7.1 General Rule

References will be made in compliance with AACR 120-126. In making references, there must always be an entry in the catalog under the heading to which any type of reference is made.

7.2 "See" Reference

The function of a "see" reference is to direct the user of the catalog from a form under which the name of a person or corporate body or the title of a work might reasonably be sought, to the form that has been chosen as heading or as uniform title.

Example:

NMAC

see

National Medical Audiovisual Center

7.3 "See Also" Reference

The function of a "see also" reference is to direct the user of the catalog from one heading to another related heading.

Example:

Public Health Service Audiovisual Facility

see also

National Medical Audiovisual Center

7.4 Authority Cards

When an entry is established for use by NMAC, an authority card for NMAC records will be made. This card must include the following information:

1. The entry as it will be used by NMAC

2. Any explanatory notes as to the history of the entry, if needed for clarification purposes.

3. The cross references made to the established entry.

ABBREVIATIONS USED IN THIS GUIDE

AACR	Anglo-American Cataloging Rules
AV	audiovisual
b&w.	black and white
cm.	centimeter or centimeters
col.	color or colored
fr.	frame or frames
in.	inch or inches
ips.	inches per second
min.	minute or minutes
mm.	millimeter or millimeters
NMAC	National Medical Audiovisual Center
no.	number
rpm.	revolutions per minute
s.	side
sd.	sound
si.	silent

SAMPLE CATALOGED AUDIOVISUALS

The samples below show several cataloged audiovisuals as they should appear using these guidelines. Complete information can be recorded in an orderly manner with only slight modifications to standard library cataloging practices.

It should be noted here that the National Medical Audiovisual Center uses Medical Subject Headings (MeSH) in subject classifying. The subject headings are listed in alphabetical order in the added entry paragraph.

Uses of penicillins: old and new (Videotape)
Postgraduate Medical Institute in collaboration with Bingham Associates Fund, 1964.

40 min. sd. b&w. (Boston medical reports, no. 18)

Available for duplication in multiple TV formats.
Summary: Describes one observer's experiencies with methicillin. oxacillin, ampicillin, and cephalosporin. Discusses the use of penicillin G in Gram Negative infections.
Credit: Louis Weinstein, M. D.
Review: Project CREST.
No sale source.
Loan: NMAC.

1. Cephalosporins+therapeutic use - videotapes. 2. Communicable diseases+drug therapy - videotapes. 3. Penicillin+therapeutic use - videotapes. I. Bingham Associates Fund. II. Postgraduate Medical Institute. III. Weinstein, Louis, 1908- . IV. Series.

Alcoholism (Audiotape) New York University Medical Center, Institute of Physical Medicine and Rehabilitation, 1966.

98 min. 1 reel (7 in.) 3 3/4 ips.

Produced on a grant from Vocational Rehabilitation Administration, U.S. Dept. of Health, Education, and Welfare.

Summary: Presents alcoholism as a social and industrial problem. Discusses it as a disease and a medical responsibility.

No sale source.

Loan: NMAC.

1. Alcoholism - audiotape. I. New York University. Institute of Physical Medicine and Rehabilitation. II. Vocational Rehabilitation Administration.

The Battered child (Motion picture) National Medical Audiovisual Center in cooperation with Emory University School of Medicine, 1970.

56 min. sd. b&w. 16 mm. (Clinical pathology series)

Forensic medicine outlines.

Television film recording.

Summary: Interprets patterns of injuries common to the battered child syndrome. Pictures cases with visible symptoms and symptoms which are obvious only at autopsy.

Credit: Milton Helpern, M. D.

Sale : Nat. AV. Ctr.

1. Autopsy - motion pictures. 2. Child abuse - motion pictures. I. Emory University, Atlanta. School of Medicine. II. Helpern, Milton, 1902- . III. National Medical Audiovisual Center. IV. Series. V. Series: Forensic medicine outlines.

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